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ABSTRACT

A project was conducted to develop an integrated basic skills instructional program in an education service cooperative to serve grades 7-12 vocational students in 13 rural school districts in Arkansas (Grant and Jefferson counties) as a follow-up to the vocational assessment process. The Southern Regional Education Board (SREB) chose the Arkansas River Education Service Cooperative as a pilot site, refocusing the project on average students, grades 7-12, in five different-sized school districts. The project then involved a restructuring of the vocational education curriculum to include applied as well as college preparatory courses in communication, mathematics, and science. Workshops for teachers on implementing the course were held before implementation of the program. The program continued for three school years (1987-88, 1988-89, 1989-90), by which time all five pilot sites had participated in the project. Data were reported for each school. The project was judged successful in that teachers were implementing the program, although slowly in many cases. Recommendations were made for more time for future projects, office staff and equipment for the project director, and more laboratory equipment for the Principles of Technology course. (Nine appendixes include: (1) bibliography; (2) basic skills materials list; (3) instructional program development/action plan; (4) pilot site criteria; (5) site visit/contact/workshop documentation report; (6) record of integrated basic skills materials furnished to participating schools; (7) achievement test database; (8) teacher opinion/needs assessment survey; and (9) business required skills survey.) (Author/KC)

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ED334439

FINAL REPORT

# CO-OP BASED INTEGRATED BASIC SKILLS PROGRAM

BEST COPY AVAILABLE

Conducted by the

Arkansas River Education Service Cooperative
Pine Bluff, Arkansas
Jana Tolson, Project Coordinator

In cooperation with the

Vocational and Technical Education Division
Arkansas Department of Education
Little Rock, Arkansas 72201

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P.L. 98-524

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June, 1990

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# Project Abstract

The purpose of the project was to plan and develop an education service cooperative-based integrated basic skills instructional program to serve grade 7 - 12 vocational students in thirteen rural school districts in Arkansas, Grant, and Jefferson counties as a follow-up to the vocational assessment process.

The Southern Regional Education Board (S.R.E.B.) chose the Arkansas River Education Service Cooperative as a pilot site, refocusing the project on average students, grades 7 - 12, in five different-sized school districts. The project then involved a restructuring of the vocational education curriculum to include applied ("hands-on") as well as college preparatory courses in communication, mathematics, and science.

Though the cooperative was no longer affiliated with the Southern Regional Education Board after the 1987-88 school year, their basic goals, though modified, were retained. The project was also broadened to include other interested school districts served by the Arkansas River Education Service Cooperative (A.R.E.S.C.). Jana Tolson became the Project Coordinator.

I. **Introduction**

A. Problem

1. Since the 1960's, test scores have declined nationwide.
2. There have been several reports on the consequences of basic skills deficiencies.
3. Public education has been faced with ever increasing expectations from society.
4. Our society has undergone fundamental changes.

B. Need

1. There are seven hundred fifty thousand to a million functionally illiterate students.
2. There is about an equal number of dropouts.
3. Business and industry needs employees with strong basic academic knowledge.

II. **Objectives**

A. Purpose

The purpose of this project was to utilize the Carl D. Perkins Act of 1984 to strengthen the academic "basics", i.e. communication (reading, writing, listening, and speaking), math, and science skills through their practical use in vocational programs by developing a process-oriented model program through the Arkansas River Education Service Cooperative (A.R.E.S.C.), Pine Bluff, Arkansas.

The project was to utilize the National Center for Research in Vocational Education's findings:

1. Academic skills are embedded in vocational tasks.

2. Vocational tasks provide a realistic use of academic basic skills.

3. Neither academic basic skills nor vocational skills should be taught in isolation from each other.

4. Differences in students' learning styles and teachers' teaching styles may have a significant impact on (students') successful basic skills acquisition.

B. Goals

1. Involve vocational and specific non-vocational (i.e. English, math, and science) teachers in planning cooperative approaches to vocational restructuring.

2. Building new working relationships between vocational and specific non-vocational (i.e. English, math, and science) teachers.

3. Provide participating teachers with new and adapted materials to use in the classroom on an experimental basis.

4. Assist participating teachers in modifying their curriculum to reflect restructuring efforts.

5. Prepare a project process-oriented manual and disseminate it or make copies of it available to the fifteen education cooperatives in Arkansas.

C. Objectives

1. Year I, 1987 - 88

a. To assist local vocational teachers, classroom teachers, counselors, administrators, and support personnel for five school districts in identifying and planning cooperative approaches and

a plan of action for integrated basic skills instruction at the local school district level by January 31, 1988.

1. To conduct a basic skills opinion survey of all 9 - 12 grade teachers and students in five school districts by November 30, 1987.
2. To develop a data base in basic skills by analyzing the 1986 - 87 Metropolitan Achievement Test (MAT6) results by November 30, 1987.

b. To assist local vocational teachers from five school districts in building working relationships that will ensure local implementation of an integrated basic skills instruction program by June 30, 1988.

1. To conduct a minimum of six meetings of the Basic Skills Advisory Committee by June 30, 1988.
2. To complete local basic skills instructional plans for five school districts by June 30, 1988.

2. Year II, 1988 - 89

c. To assist local vocational teachers and high school classroom teachers with curriculum modifications, adapting materials, and reviewing new basic skills materials by September 1, 1988.

1. To conduct a five-day summer workshop for teachers implementing the integrated basic skills instructional program in September, 1988.

d. To test local integrated high school level vocational and basic skills instructional materials in five school districts from September, 1988 through May, 1989.

1. To conduct a minimum of six meetings of the Basic Skills Advisory Committee by June 30, 1989.
2. To conduct monthly on-site technical assistance visits to five school districts by April 30, 1989.

e. To develop and prepare model process and product manuals for dissemination or availability to fifteen regional education cooperatives in Arkansas by June 30, 1989.

1. To conduct a basic skills opinion survey of 9 - 12 grade teachers and students in thirteen school districts by September 30, 1988.
2. To analyze results of MAT6 scores in thirteen school districts by September 30, 1988.
3. To prepare final report by June 30, 1989.

## III. Procedures

A. Design and Methodology

The Instructional Program Development/Action Plans for the five pilot project schools are as follows (see attached).

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Altheimer High School

SCHOOL DISTRICT Altheimer-Sherrill

ADDRESS _____ CITY Altheimer, AR ZIP 72004

Mailing Address (if different) PO Drawer N

SUPERINTENDENT Randy Crowder PHONE 766-8358

PRINCIPAL Cortez Smith, Jr. PHONE 766-8248

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Jerry Brasfield | Building Trades | 9-12 | Neal Blakely | Counselor | 7-12 |
| Napoleon Hilson | Auto Mechanics | 9-12 | Pearlene Lambert | English | 7-12 |
| Lula Culclager | Business Ed. | 9-12 | Patrick Bogy | Math | 7-12 |
| | | | Emily Dendy | Science | 7-12 |

Basic Action Plan 1) Correlating building trades activities to math concepts and English reports, 2) correlating auto mechanics activities to science concepts, and 3) utilizing Applied Communication modules 3 and 7 in auto mechanics and English

Personnel Involved (See above)

Materials Used Building trades, math, English, auto mechanics, and science textbooks; Applied Communication modules 3 and 7

# BASIC SKILLS IN VOCATIONAL EDUCATION

**Arkansas River Education Service Cooperative**

**Instructional Program Development/Action Plan**

SCHOOL Altheimer High School

SCHOOL DISTRICT Altheimer-Sherrill

ADDRESS _____ CITY Altheimer ZIP 72004

Mailing Address (if different) PO Drawer N

SUPERINTENDENT Randy Crowder PHONE 766-8358

PRINCIPAL Cortez Smith, Jr. PHONE 766-8248

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Jerry Brasfield | Building Trades | 10-12 | Patricia Holiday | Counselor | Jr. High |
| Lula Culclager | Business Ed. | 9-12 | Pearlene Lambert | Lang. Arts | 7, 10 - 12 |
| Napoleon Hilson | Auto Mechanics | 9-12 | Patrick Bogy | Math | 7, 9-12 |
| Kay Adway | Home Ec. | 9-12 | Emily Dendy | Science | 8-12 |

Basic Action Plan (New superintendent & new principal) Revising the vocational curriculum so that greater emphasis is put on communication, math, and science skills. Keeping open the option for applied courses.

Personnel Involved Randy Crowder, Cortez Smith, Jerry Brasfield, Patricia Holiday, Pearlene Lambert, Patric Bogy, Emily Dendy, Lula Culclager, Kay Adway, Napoleon Hilson

Materials Used Life Skills and World of Work series; teacher-designed integrated-discipline Co-op-Based Integrated Basic Skills Program Activities Booklet.

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Altheimer High School

SCHOOL DISTRICT Altheimer-Sherrill

ADDRESS _____ CITY Altheimer ZIP 72004

Mailing Address (if different) PO Drawer N

SUPERINTENDENT Fred Martin PHONE 766-8358

PRINCIPAL John Anderson PHONE 766-8248

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Jerry Brasfield | Building Trades | 9-12 | Cortez Smith, Jr. | Asst. Superintendent | |

Basic Action Plan 1) Coordinate vocational and academic (non-vocational) classes, 2) use integrated materials, 3) consider using the new applied courses, and 4) consider revising the vocational curriculum.

Personnel Involved Administrators, counselors, and teachers.

Materials Used Life Skills series and World of Work series books, Principles of Technology, Applied Mathematics, Applied Communication

1989-90

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Humphrey High School

SCHOOL DISTRICT Humphrey

ADDRESS _____ CITY Humphrey ZIP 72073

Mailing Address (if different) PO Box 190

SUPERINTENDENT Robert W. Davis PHONE 873-4326

PRINCIPAL Donald Henley PHONE 873-4326

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Becky Baker | Home Economics | 7-12 | Lois Reed | Science | 9-12 |
| Ferne Bock | Business Ed. | 9-12 | Rufus Maxwell | Math | 7-12 |
| Tom Craig | Agriculture/ Practical Arts | 8-12 | Dale Holbert | English | 7-12 |
| | | | Connie Dardenne | English/ Journalism | 7-12 |

Basic Action Plan 1) Activities Booklet and 2) other teacher-designed or correlated activities. Note: They want an "animal science for science credit" course when such becomes available.

Personnel Involved (See above.)

Materials Used Activities Booklet, Basics Instructional Program Development materials, and textbooks.

1988 - 89

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Humphrey High School

SCHOOL DISTRICT Humphrey

ADDRESS _____ CITY Humphrey ZIP 72073

Mailing Address (if different) PO Box 190

SUPERINTENDENT Robert W. Davis PHONE 873-4326

PRINCIPAL Donald Henley PHONE 873-4326

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Becky Baker | Home Economics | 7-12 | Lois Reed | Science | 9-12 |
| Tom Craig | Practical Arts/ Agriculture | 8-12 | Rufus Maxwell | Math | 7-12 |
| Ferne Bock | Business Ed. | 9-12 | Donald Henley | Principal | 7-12 |
| | | | Robert W. Davis | Superintendent | |

Basic Action Plan Revising vocational curriculum so that greater emphasis is placed on communication, math, and science skills. Keeping open the option for applied courses.

Personnel Involved Robert W. Davis, Donald Henley, Becky Baker, Tom Craig, Ferne Bock, Lois Reed, and Rufus Maxwell.

Materials Used Life Skills & World of Work series; teacher-designed, integrated discipline Co-op-Based Integrated Basic Skills Program Activities Booklet.

1987 - 88

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Humphrey High School

SCHOOL DISTRICT Humphrey

ADDRESS _____ CITY Humphrey ZIP 72073

Mailing Address (if different) PO Box 190

SUPERINTENDENT Robert W. Davis PHONE 873-4326

PRINCIPAL Donald Henley PHONE 873-4326

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Tom Craig | Agriculture | | Robert W. Davis | Superintendent | |
| Ferne Bock | Business | | Donald Henley | Principal | 7-12 |
| Becky Baker | Home Ec. | | Myrtle Welch | Counselor | |

Basic Action Plan Explore ways in which to integrate basic skills English, math, and science into vocation education, and or demonstrate practical use of English, math, and science in vocational education classes.

Personnel Involved (See above.)

Materials Used Life Skills series; World of Work series; Applied Basic Skills: Math; Applied Basic, Skills, Science

1989 - 90

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Pine Bluff High School

SCHOOL DISTRICT Pine Bluff

ADDRESS 711 West 11th Street CITY Pine Bluff ZIP 71601

Mailing Address (if different) _____

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Elgie Goss PHONE 443-4300

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Louis Williams, Jr. | Trade & Industry | 10-12 | Sandy Chavis | Counselor | 10-12 |
| John Jacob | Administration/ Vocational | | Dr. Mary Ann Stafford | Administration | |
| Peggy Burton | COE | 10-12 | Loretta Alexander | Math | 10-12 |
| Debbie Marshall | CCE | 10-12 | Glinda Foots | Sp. Ed. | 10-12 |
| Pete Stom | Auto Mechanics | 10-12 | John Etherly | Life Science | 10-12 |
| | | | Judie Jones | English/Drama | 10-12 |
| | | | Wilma Kindle | Science | 10-12 |
| | | | Eula Lusk | Media Center aide | |
| | | | Mary Pistelli | Social Studies | 10-12 |
| | | | Carmen Webb | Speech Therapy | 10-12 |
| | | | Percell Stigger | English | 10-12 |
| | | | Janice Streeter, Chair | Sp. Ed. | 10-12 |

Basic Action Plan Tolson as an Interdisciplinary Team IV member; fit in new courses as appropriate.

Personnel Involved (See above)

Materials Used Applied Communication, Applied Mathematics, and Principles of Technology.

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Pine Bluff High School

SCHOOL DISTRICT Pine Bluff

ADDRESS 711 West 11th Street CITY Pine Bluff ZIP 71601

Mailing Address (if different) _____

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Elgie Goss PHONE 543-4300

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Debbie Marshall | CCE | 10-12 | Percell Stigger | English | 10-12 |
| Peggy Burton | COE | 10-12 | Janice Streeter | Sp. Ed. | 10-12 |
| Harlon Cullins | Electronics & Expl. T & I | 10-12 | Dr. Mary Ann Stafford | Assnt. Prin. | 10-12 |
| | | | Elgie Goss | Principal | 10-12 |
| | | | Dr. Tim Carter | Assnt. Supt. | |

Basic Action Plan Infuse academic or integrated materials; exploring best way to use Principles of Technology.

Personnel Involved (See contacts listed above.)

Materials Used Life Skills & World of Work series; Harlon Cullins, T & I, tried out some of the Principles of Technology materials.

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Pine Bluff High School

SCHOOL DISTRICT Pine Bluff

ADDRESS 711 W. 11th Street CITY Pine Bluff ZIP 71601

Mailing Address (if different) _____

SUPERINTENDENT Dr. Willis Alderson PHONE 536-7900

PRINCIPAL Elgie Goss PHONE 534-5763

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Dr. Tim Carter | Assnt. Supt. | Curriculum | Elgie Goss | Prinicipal | |
| | | | Dr. Mary Ann Stafford | Assnt. Principal | |

Basic Action Plan Work an integrated basic skills program into their curriculum revision plan.

Personnel Involved Dr. Stafford, Mr. Goss

Materials Used Life Skills series, World of Work series

1989 - 90

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Jack Robey Junior High School

SCHOOL DISTRICT Pine Bluff

ADDRESS 4101 Olive Street CITY Pine Bluff ZIP 71601

Mailing Address (if different) _____

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Don Knight (retired in December, 1989)/ PHONE 543-4280
Otis Brown

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| | | | Don Knight | Principal | |
| | | | Otis Brown | Principal | |
| | | | LaDell Pitillo | Counselor | |
| | | | Ray Woods | Science | 9th |

Basic Action Plan Use 9th grade MAT6 scores as a pre-test. Exploring ways to utilize Principles of Technology and Applied Mathematics.

Personnel Involved (See above.)

Materials Used Principles of Technology and Applied Mathematics

1988 - 89

# BASIC SKILLS IN VOCATIONAL EDUCATION

**Arkansas River Education Service Cooperative**

**Instructional Program Development/Action Plan**

SCHOOL Jack Robey Junior High School

SCHOOL DISTRICT Pine Bluff

ADDRESS 4101 Olive Street CITY Pine Bluff ZIP 71601

Mailing Address (if different) _____

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Don Knight - 9th Grade PHONE 543-4290

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Ms. Jessie Boast | Home Economics | 9th | Ray Woods | Phy. Science | 9th |
| Tommy Campbell | T & I | 9th | Charles E. Bruce | Counselor | 9th |
| Donna Eubank | Home Economics | 9th | LaDell Pittillo | Counselor | 9th |
| | | | Shirley Biley | Sp. Ed. | 9th |
| | | | Dorothy Butler | Sp. Ed. | 9th |
| William Hawkins | T & I | 9th | Don Knight | Principal | 9th |

Basic Action Plan Infuse integrated materials.

Personnel Involved Don Knight, Charles Bruce, and Ray Woods

Materials Used Basic English Grammar; Life Skills & World of Work series; Money Math; Basic Algebra; Reading & Critical Thinking books 1 & 2

1987 - 88

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Jack Robey Junior High School (formerly Pine Bluff Junior High School)

SCHOOL DISTRICT Pine Bluff

ADDRESS 4101 Olive Street CITY Pine Bluff ZIP 71601

Mailing Address (if different) _____

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Don Knight - 9th, Otis Brown - 8th PHONE 543-4290

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| | | | Don Knight | Principal | 9th |
| | | | Otis Brown | Principal | 8th |
| | | | Charles Bruce | Counselor | 8 - 9 |

Basic Action Plan Infuse integrated materials for reading and math.

Personnel Involved Don Knight, Otis Brown, Charles Bruce

Materials Used Life Skills and World of Work series; U.S. Constitution Tutor (Apple IIe); American History (Apple IIe)

# BASIC SKILLS IN VOCATIONAL EDUCATION

**Arkansas River Education Service Cooperative**

**Instructional Program Development/Action Plan**

SCHOOL Jack Robey Junior High

SCHOOL DISTRICT Pine Bluff

ADDRESS 4101 Olive Street CITY Pine Bluff ZIP 71601

Mailing Address (if different)

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Otis Brown - 8th grade; over entire school PHONE 543-4280

January, 1990

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| | | | Otis Brown | Principal | 8th |
| | | | Denny Jordan | Science | 8th |

Basic Action Plan Being a resource in preparation for the MPT.

Personnel Involved Otis Brown, Charles Bruce

Materials Used Life Skills and World of Work series books

1988 - 89

# BASIC SKILLS IN VOCATIONAL EDUCATION

**Arkansas River Education Service Cooperative**

**Instructional Program Development/Action Plan**

SCHOOL Jack Robey Junior High School

SCHOOL DISTRICT Pine Bluff

ADDRESS 4101 Olive Street CITY Pine Bluff ZIP 71601

Mailing Address (if different) _____

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Otis Brown - 8th grade PHONE 543-4280

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| | | | Ms. Denny Jordan | Science | 8th |
| | | | Otis Brown | Principal | 8th |
| | | | Deloris Riley | Counselor | 8th |
| | | | Gloria Hayes | Sp. Ed. | 8th |

Basic Action Plan Infusion of basic material; strengthen reading, English, math, and science skills in preparation for the Minimum Performance Test (MPT)

Personnel Involved Otis Brown, Denny Jordan

Materials Used Enlarged photocopies of various meters and gauges for Denny Jordan's science classes.

1989 - 90

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Southeast Junior High School (7th grade)

SCHOOL DISTRICT Pine Bluff

ADDRESS 20th & Ohio CITY Pine Bluff ZIP 71601

Mailing Address (if different) Route 3, 2001 Ohio

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Jerry Hilton PHONE 543-4350

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| | | | Jerry Hilton | Principal | |

Basic Action Plan Materials resource in-preparation for the 8th grade MPT.

Personnel Involved Jerry Hilton, Principal

Materials Used Life Skills series books; Basic English Grammar; Money Math.

1988 - 89

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Southeast Junior High School (7th grade)

SCHOOL DISTRICT Pine Bluff

ADDRESS 20th & Ohio CITY Pine Bluff ZIP 71601

Mailing Address (if different) Route 3, 2001 Ohio

SUPERINTENDENT Dr. Willis Alderson PHONE 543-4203

PRINCIPAL Jerry Hilton - 7th grade PHONE 543-4350

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Thelnita Fincher | Home Economics | 7th | Jerry Hilton | Principal | 7th |
| Maxine Graves | Career Or. | 7th | Charles Bruce | Counselor | 7th |
| Ms. Billie Dorn | Career Or. | 7th | Joetta Bonner | Sp. E.d | 7th |
| Ms. Elerby | CCVE | 7th | Dorothy Brown | Sp. Ed. | 7th |
| | | | Ms. Freddie Johnson | Sp. Ed. | 7th |
| | | | Gloria Luster | Sp. Ed. | 7th |

Basic Action Plan Infusing basic and integrated materials in reading, English, and math to strengthen students' skills preparatory to 8th grade MPT.

Personnel Involved Jerry Hilton, Charles Bruce, Ms. Elerby

Materials Used Basic English Grammar; Life Skills Reading; Life Skills Writing; Life Skills Math; Money Math.

# BASIC SKILLS IN VOCATIONAL EDUCATION

**Arkansas River Education Service Cooperative**

**Instructional Program Development/Action Plan**

SCHOOL Southeast Junior High (7th grade)

SCHOOL DISTRICT Pine Bluff

ADDRESS 20th & Ohio CITY Pine Bluff ZIP 71601

Mailing Address (if different) Rt. 3, 2001 Ohio

SUPERINTENDENT Dr. Willis Alderson PHONE 536-7900

PRINCIPAL Mr. Jerry Hilton PHONE 535-6070

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| | | | Jerry Hilton | Principal | |

Basic Action Plan NA; 1) Career Orientation only vocational course offered, 2) all 7th graders.

Personnel Involved

Materials Used

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Sheridan High School

SCHOOL DISTRICT Sheridan

ADDRESS 800 West Vine CITY Sheridan ZIP 72150

Mailing Address (if different)

SUPERINTENDENT David Robinson PHONE 942-3135

PRINCIPAL Eddie Hauhee PHONE 942-3137

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Dwain East | Assnt. Supt.-Vocational | | Betty Cook | Assnt. Principal | |
| Jane Gillis | GCE | 10-12 | Odis Wisely | Counselor | 10-12 |

Basic Action Plan Units 1 - 7 of Principles of Technology for science credit.

Personnel Involved (See above.)

Materials Used Principles of Technology Teacher's Guides, student manuals, and videos.

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Sheridan High School

SCHOOL DISTRICT Sheridan

ADDRESS 800 West Vine CITY Sheridan ZIP 72150

Mailing Address (if different) _____

SUPERINTENDENT David Robinson PHONE 942-3135

PRINCIPAL Steve Brown PHONE 942-3137

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Ann Butcher | | NA | Scott Ausbrooks | Physics/ Chemistry | 10-12 |
| | | | Peggy Allen | Geometry | 10-12 |
| | | | Linda R. Vailes | Algebra | 10-12 |
| | | | Terry Massey | Math 1,2 & 3 | 10-12 |
| | | | Mary E. Harrington | Res. Math | 10-12 |
| | | | Roxanne H. Lee | Algebra | 10-12 |
| | | | Steve Brown | Principal | |

Basic Action Plan Two sections of Principles of Technology being put in place for the 1989-90 year; infusing Applied Mathematics into math classes for 1989-90, with plans to use it as a regular math course for 1990-91. Wants to learn about Applied Communication too, to be able to use it.

Personnel Involved Steve Brown, Scott Ausbrooks

Materials Used Principles of Technology teacher and student manuals for units 1-7.

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Sheridan High School

SCHOOL DISTRICT Sheridan

ADDRESS 800 West Vine CITY Sheridan ZIP 72150

Mailing Address (if different) _____

SUPERINTENDENT David Robinson PHONE 942-3135

PRINCIPAL Jack Hansen PHONE 942-3137

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Dwain East | Assnt. Supt./ Vocational | | Jack Hansen | Principal | |

Basic Action Plan Don't plan to participate at the high school level.

Personnel Involved (See above.)

Materials Used NA

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Sheridan Junior High School

SCHOOL DISTRICT Sheridan

ADDRESS 400 North Rock Street CITY Sheridan ZIP 72150

Mailing Address (if different) _____

SUPERINTENDENT David Robinson PHONE 942-3135

PRINCIPAL Charles Whitworth PHONE 942-3813

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| | | | Jan Brown | Counselor | 7 - 9 |
| | | | Charles Whitworth | Principal | 7 - 9 |

Basic Action Plan Materials resource for their "Basic Skills" instructors.

Personnel Involved (See above.)

Materials Used World of Work and Life Skills series; IBM software

1988 - 89

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Sheridan Junior High School

SCHOOL DISTRICT Sheridan

ADDRESS 400 North Rock CITY Sheridan ZIP 72150

Mailing Address (if different) _____

SUPERINTENDENT David Robinson PHONE 942-3135

PRINCIPAL Charles Whitworth PHONE 942-3813

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Ann Butcher | Vocational Ed. Coordinator | 7 - 12 | Charles Whitworth | Principal | 7 - 9 |
| | | | Jan Brown | Counselor | 7 - 9 |

Basic Action Plan Preparation for the MPT - resource

Personnel Involved Jan Brown

Materials Used World of Work & Life Skills series; Money Math

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Sheridan Junior High School

SCHOOL DISTRICT Sheridan

ADDRESS 400 North Rock CITY Sheridan ZIP 72150

Mailing Address (if different) _____

SUPERINTENDENT David Robinson PHONE 942-3135

PRINCIPAL Charles Whitworth PHONE 942-3813

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Dwain East | Assnt. Supt. | | Jan Brown | Counselor | 7 - 9 |
| | | | Pamela Hall | English | 8 |
| | | | Brenda Haynes | English | 7 |
| | | | Edith Oates | Math | 7 |
| | | | Carole Allen | Basic Skills | 9 |
| | | | Carol Harper | English<br>Math | 9 |

Basic Action Plan Resource for reading, English, and math materials in preparation for the MPT.

Personnel Involved (See above.)

Materials Used Basic English Grammar; Vocabulary for the World of Work; Life Skills Reading, Writing, and Math; Money Math

1989 - 90

# BASIC SKILLS IN VOCATIONAL EDUCATION

**Arkansas River Education Service Cooperative**

**Instructional Program Development/Action Plan**

SCHOOL Wabbaseka High School

SCHOOL DISTRICT Wabbaseka/Tucker

ADDRESS Magnolia Street CITY Wabbaseka ZIP 72175

Mailing Address (if different) PO Box 210

SUPERINTENDENT Caleb Brunson PHONE 766-4525

PRINCIPAL Dr. Antony Hobbs PHONE 766-8843

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Henry Webb | Woodworking | 9 - 12 | Jean Edwards | Admn./Assnt. | K - 12 |
| | | | | Math | 8 |
| Delores Burkett King | Business Ed. | 9 - 12 | Frankie Horton | Science | 8 - 12 |
| Jessie Edwards | Home Economics | 9 - 12 | | | |
| Lucille Hawkins | Home Economics | 9 - 12 | | | |

Basic Action Plan Integrated use of English, math, science, and vocational keyboarding/computer, home economics, and building trades to design a school-wide drug abuse prevention program - C.R.A.C.K. House

Personnel Involved (See above.)

Materials Used Textbooks, and related material

1988 - 89

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Wabbaseka High School

SCHOOL DISTRICT Wabbaseka/Tucker

ADDRESS _____ CITY Wabbaseka ZIP 72175

Mailing Address (if different) PO Box 210

SUPERINTENDENT Caleb Brunson PHONE 766-4525

PRINCIPAL Dr. Antony Hobbs PHONE 766-8843

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Carlies Harvill | T & I | 9 - 12 | Caleb Brunson | Superintendent | |
| Lucille Hawkins | Home Economics | 9 - 12 | Dr. Antony Hobbs | Principal | 7 - 12 |
| Delores Burkett King | Business Ed. | 7 - 12 | Mr. Jean Edwards | Admn. Assn.t<br>Math | 7 - 12<br>8 |
| | | | Jackie Copeland | English<br>Chapt. 1 Reading | 7, 8, & 1<br>7 |
| Annette Brown | Business Ed. | 7 - 12 | Ida Powers | English &<br>Speech | 7 - 12 |
| Eartha Hawkins | Computer | 7 - 12 | Ms. Robbie Williams | Science | 8 - 12 |
| | | | Ms. Jessie Edwards | Science &<br>Consumer Math | 7 - 8 |
| | | | Georgia Scott | Alg./Trig/<br>Phsics/Chem. | |
| | | | Roberta Wright | Counselor | 7 - 12 |

Basic Action Plan Revise both curriculum and instruction to emphasize the communication, math, and science skills underlying the competencies of occupationally specific areas; consider Principles of Technology.

Personnel Involved Contacts listed above.

Materials Used LIfe Skills and World of Work series; Basic English Grammar; Reading & Critical Thinking, books 1 & 2; Basic Algebra; Apple IIe Geometry & Algebra; teacher-designed "Integration of Vocational and Academic Curricula" program; teacher-designed Co-op-Based Integrated Basic Skills Program Activities Booklet.

# BASIC SKILLS IN VOCATIONAL EDUCATION

## Arkansas River Education Service Cooperative

## Instructional Program Development/Action Plan

SCHOOL Wabbaseka High School

SCHOOL DISTRICT Wabbaseka/Tucker

ADDRESS Magnolia Street CITY Wabbaseka ZIP 72175

Mailing Address (if different) PO Box 210

SUPERINTENDENT Caleb Brunson PHONE 766-4525

PRINCIPAL Dr. Antony Hobbs PHONE 766-8843

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|
| Carlies Harvill | Trade & Industry | 9 - 12 | Jean Edwards | Admn. Assnt. | 7 - 12 |
| Lucille Hawkins | Home Economics | 9 - 12 | Jackie Dukes | Math English/ Chapt. 1 Reading | 7 - 12 |
| Delores Burkett King | Business Ed. | 7 - 12 | Ida Powers | English/ Speech | 7 - 12 |
| Annette Brown | Business Ed. | 7 - 12 | Roberta Wright | Counselor | 7 - 12 |

Basic Action Plan Strengthen the basic competencies of communication, math, and science in the vocational education programs.

Personnel Involved (See above.)

Materials Used Life Skills and World of Work series books.

## B. Procedures (see attached)

# PROCEDURES - YEAR I, 1987 - 88

| Activities | Outcome | Evaluation |
|---|---|---|
| 1.a. Employ Basic Skills Specialist | Job description, advertisement, applicants, and board minutes on file. | Basic Skills Specialist employed September 1, 1987. |
| b. Orient and train Basic Skills Specialist | Basic Skills Specialist sent to Jonesboro Area Vo-Tech High School to meet with Deborah Walz, Program Improvement Administrator, Vocational and Technical Division, Arkansas Dept. of Education, Tommy Brown, Principal, and Margaret Purnell, Basic Skills Teacher, Jonesboro Area Vo-Tech High School, and Thomas Broughton, Vocational Coordinator for the ARESC. | Orientation to Co-op-based Integrated Basic Skills Program and program being chosen as a pilot site by the Southern Regional Education Board (SREB). |
| | Basic Skills Specialist sent to the National Center for Research in Vocational Education, Ohio State University. | Integrating Basic Skills in Vocational Education workshop, October 28 - 30, 1987. |
| | C.R.I.S.S. workshop, Cathy Mooser, ARESC Staff. | Content Reading in Secondary Schools (C.R.I.S.S.) workshop, March 7-8, 1988, ARESC |
| | Youth 2000 Forum, Governor Bill Clinton featured speaker. | Excelsior Hotel, Little Rock, April 19, 1999, on at-risk youth. |
| | Vocational Education Proposal Writing Workshop | Holiday Inn, Otter Creek, Little Rock, April 20, 1988 |
| | Applied Mathematics Workshop by the Center for Occupational Research and Development (C.O.R.D.) | Holiday Inn, Irving, Texas, June 22 - 25, 1988, on using the new math course. |

# PROCEDURES - YEAR I, 1987 - 88

| Activities | Outcome | Evaluation |
|---|---|---|
| I.c. Appoint Basic Skills Advisory Committee | Contact superintendent and principal to request two persons from English, math, science, and vocational areas, counselors, or administrators; to provide guidance in program development. | Two persons each from Altheimer High School, Humphrey High School, Pine Bluff High School, and Wabbaseka High School - through 1988-89 year. |
| d. Conduct Basic Skills Advisory Committee meetings, at least six per school year. | Meeting minutes on file. | Using mixed representation of administration, counseling, and specific non-vocational (i.e. English, math, science) and vocational teachers as committee members, we were able to benefit from each perspective in developing the project. |
| e. Provide training for Basic Skills Advisory Committee members. | 1) Orientation and new course in-services conducted by the Basic Skills Specialist<br>2) Davis Hendricks, ARESC Gifted/Talented Coordinator, gave a Workshop, during a committee meeting, on learning/teaching styles. | The use of National Academy for Research in Vocational Education "Basics" video, information from Margaret Purnell of Jonesboro's Area Vo-Tech High School, and new course materials from the Center for Occupational Research and Design(C.O.R.D.) and the Agency for Instructional Technology (AIT) kept members abreast of the latest courses and techniques. The committee members were able to utilize Hendrick's information in the classroom. |
| f. Advisory Committee conducts prerequiste process. | An eighth-grade reading level is needed for Applied Mathematics and Principles of Technology. | The committee was of the opinion that similar lower reading level courses were also needed. |
| g. Complete instructional program development process and local Action Plan for five districts. | Plans on file by school. | All five schools began a program. |
| h. Data collection instruments developed. | On file in pilot school record books at the ARESC and in Appendices section of this report. | These forms made the organization and collection of data much more efficient. |
| i. Local vocational and specific non-vocational (i.e. English, math and science) teachers identify curriculum modifications and training needs. | Information gathered at in-service sessions, meetings of the Basic Skills Advisory Committee, and from site visits and telephone calls. | Appropriate planning time and a willingness to work together for beneficial restructuring of teaching methods and curriculum are two of the biggest needs. |
| j. Basic Skills Specialist conducts local in-services sessions. | In-service sessions were conducted on basic skills in vocational education. | An in-service was conducted at each of the five pilot site schools or at the ARESC |

# PROCEDURES - YEAR I, 1987 - 88

| Activities | Outcome | Evaluation |
|---|---|---|
| k. Summer workshop schedule set by ARESC | Schedules sent to schools. | Teachers, counselors, and administrators knew in advance what would be offered. |
| l. Year I reports completed and submitted to the Vocational and Technical Division of the Arkansas Dept. of Education. | On file with Deborah Walz, Program Administrator; copy on file at the ARESC. | The project was refunded for the 1988-89 fiscal year. |





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# PROCEDURES - YEAR II, 1988 - 89, EXTENDED THROUGH 1989 - 90

| *Activities* | *Outcome* | *Evaluation* |
|---|---|---|
| | Arkansas Vocational Association Conference | State House Convention Center, Little Rock, August 22, 1988, offering various seminars on vocational education. |
| | Principles of the Alphabet Learning System | IBM Center, Little Rock, September 29, 1988, on a computer reading program for elementary through adult ages. |
| | Arkansas Education Association yearly conferences | Excelsior Hotel, Little Rock, October 14, 1988, on various aspects of education. |
| | Applied Communication Workshop by the Agency for Instructional Technology (A.I.T.) | Memphis, Tennessee, April 27 - 30, 1989, workshop on a new integrated English/Vocational course. |
| | Time Management and Stress Reduction Workshop, Dr. Ivan Fitzwater | Holiday Inn, Pine Bluff, May 12, 1989, on efficient and effective planning tips, which also reduce stress. |
| | Math Instruction Using Media, Modality Strengths, and Learning Styles, Dr. Ruby Bostick | Make-and-take type middle and secondary "hands-on" math manipulatives, ARESC, July 11, 1989. |
| | Arkansas Vocational Association, yearly meeting. | Pine Bluff Convention Center, August 14, 1989, on various aspects of vocational education. |
| | ARESC Pre-School In-Service | Pine Bluff Convention Center, August 22, 1989, with Mamie McCullough, motivational speaker. |
| | Youth and Volunteerism Satellite Telecast and Workshop | Jefferson Regional Medical Center, Pine Bluff, September 14, 1989, on getting youth involved in the community, lessening the number of at-risk youth. |
| | Arkansas Science Teachers' Association (ASTA), fall meeting | Parkview High School, Little Rock, October 12, 1989, on science teaching strategies including Principles of Technology, by Dennis Brant, and a hands-on science seminar by Scott Ausbrooks, who teaches Principles of Technology at Sheridan High School; met some teachers interested in both Principles of Technology and Applied Mathematics. |





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# PROCEDURES - YEAR II, 1988 - 89, EXTENDED THROUGH 1989 - 90

| *Activities* | *Outcome* | *Evaluation* |
|---|---|---|
| | Arkansas Council of Teachers of Mathematics (ACTM) | J.A. Fair High School, Little Rock, October 13, 1989, on math tips and strategies for secondary students; made contacts for both Applied Mathematics and Principles of Technology; suggested having math classes visit building trades classes for practical use of math; was promised IBM computer software for cooperative. |
| | Winning at Confrontation workshop, Arch Lustberg; sponsored by the Greater Pine Bluff Chamber of Commerce | University of Arkansas at Pine Bluff (UAPB) February 1, 1990, on strategies dealing with antagonistic people, useful with interpersonal relationships anywhere. |
| | Principles of Technology demonstration and Workshop, DEGEM, Sivad of Little Rock, and Ron Shertzer of the Vocational and Technical Division, Arkansas Dept. of Education | North Pulaski High School, Jacksonville, February 6, 1990, on computer and other modules for Principles of Technology; check on Principles of Technology progress at Sheridan High School with Scott Ausbrooks. |
| | Governor's Conference on Leadership, Commission on Arkansas' Future and the Network of Alumni and Arkansas Leadership Organization (NAALO) | Pine Bluff Convention Center, May 1, 1990; seminars on teamwork and group strategies. |

# PROCEDURES - YEAR II, 1988 - 89, EXTENDED TO 1989 - 90

| Activities | Outcome | Evaluation |
|---|---|---|
| 2.a. Summer in-service training conducted | A workshop and a demonstration laboratory on Principles of Technology were hosted by the Basic Skills Specialist at ARESC. Records on file at ARESC. | Many teachers and some administrators attended the workshop. Sheridan High School implemented the first year of the course for the 1989-90 school year. |
| | Dr. Charles Watson presented an Applied Mathematics Awareness Workshop, hosted by the Basic Skills Specialist, at the ARESC. Records on file at ARESC. | Several teachers and a few administrators attended the workshop. Pilot materials were given to two schools in the Pine Bluff School District. Information and sample materials were also furnished to the other pilot site schools. |
| | The Basic Skills Specialist, aided by Susan Taylor, Projects Administrator, and various supervisory staff from both the General and Vocational and Technical Education Division of the Arkansas Dept. of Education, conducted an integrated activities development in-service at the ARESC. | The Co-op-based Integrated Basic Skills Activities Booklet was developed as a result of this in-service. |
| | The Basic Skills Specialist conducted a workshop on "Integrating Basic Skills in Vocational Education" at the ARESC Pre-School In-service. Records on file with ARESC. | The workshop was well attended and well received. |
| | The Basic Skills Specialist gave two workshops on Applied Communication. Records on file with ARESC. | Business Education Conference, Little Rock Hilton Inn, at the request of Susan Taylor. |
| | | Conducted at ARESC for pilot and other ARESC school districts. Many of the modules were checked out and used following the workshop. Each pilot school has at least one module for classroom use. |
| b. Basic Skills Advisory Committee meetings. | Minimum of six per year. Minutes on file at ARESC. | The committee members met throughout the school year, on a monthly basis. The members voted to continue meeting during the 1989-90 year, too, primarily at their own expense. |
| c. Basic Skills Advisory Committee reviews project and recommends adjustments. | Minutes on file at ARESC. | The members continuously made recommended adjustments as a need arose. |
| d. Basic Skills Advisory Committee reviews data results. | Meeting minutes on file. | This was done throughout the project. |





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# PROCEDURES - YEAR II, 1988 - 89, EXTENDED TO 1989 - 90

| Activities | Outcome | Evaluation |
|---|---|---|
| e. Data compiled for review. | Records on file at ARESC. | Collections instruments (forms) modified as needed. |
| f. Technical assistance provided to local teachers. | Telephone calls, site visits made, and Arkansas Dept. of Education assistance requested when needed. Reports on file, per school record book, or telephone records, at ARESC. | Assistance with Principles of Technology given by Ron Shertzer; assistance with math given by Dr. Charles Watson; assistance with science given by Bill Fulton. |
| g. Monitoring of "Test and Try" during fall semester. | Monitoring records on file with ARESC. | The integrating skills process is hard to infuse. Not all schools were able to do so during the time period. |
| h. Basic Skills instructional materials delivered to schools weekly. | The ARESC Media Delivery and Pick-up Service delivered and picked-up the materials. | This weekly service of the ARESC saved a great deal of time and expense for the project. |
| i. Project continuation plans completed. | On file with Deborah Walz of the Vocational-Technical Division of the Arkansas Dept. of Education; copy on file with ARESC. | The project was continued for the 1989-90 fiscal year. |
| j. Year II reports completed and submitted to the Vocational and Technical Division of the Arkansas Dept. of Education. | On file with Deborah Walz; copy on file with ARESC. | The 1989-90 fiscal year is needed to complete the project. |
| k. Data collection | MAT6 test scores, for pre-tests and post-tests, requested from all five pilot schools. | Had to call Altheimer High School, Humphrey High School, and Wabbaseka High School repeatedly, to get the information. |
| l. Final data collection completed. | Information completed in so far as possible. | Some MAT6 scores at Altheimer High School and Wabbaseka High School unavailable, therefore, data incomplete for some years. |
| m. Data compiled and analyzed. | Measure gains or losses from 9th to 10th grade, 10th to 11th grade, or 11th to 12th grade on the MAT6; test results on file, per school record book for each pilot school, at ARESC. | See attached Achievement Test Data Base forms. |
| n. Final products prepared. | Final Report filed with Deborah Walz, Program Administrator, Vocational and Technical Education Division, Arkansas Dept. of Education; copy at ARESC. | See Final Report; five copies submitted to Deborah Walz, one copy at ARESC. |
| o. Final products disseminated. | Submitted to Deborah Walz; copy at ARESC. | Original and five copies submitted to Deborah Walz. |







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# ACHIEVEMENT TEST DATA

**Specialist** Jana Tolson **Cooperative** Arkansas River

| COUNTY OF JEFFERSON | | | 1989 - 90 | MAT 6 TEST SCORES -- SCIENCE | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Altheimer/ Sherrill | Altheimer High | | | | | | | |
| | | 10 | 1990 | | 32 | | 40.04 | -14 / -.72 |
| | | 9 | 1989 | 46 | | 47.6 | | |
| | | | | | | | | |
| | | | 1988 - 89 | | | | | |
| | | 10 | 1989 | | 25 | | 35.9 | NA |
| | | 9 | 1988 | NA | | NA | | Unavailable |
| | | | 1987 - 88 | | | | | |
| | | 10 | 1988 | | 28 | | 38.0 | -10 / -1.9 |
| | | 9 | 1987 | 32 | | 39.9 | | |
| | | | 1989 - 90 | MAT 6 TEST SCORES - TOTAL READING | | | | |
| | | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| | | 10 | 1990 | | 27 | | 36.9 | -11 / -6.7 |
| | | 9 | 1989 | 38 | | 43.6 | | |
| | | | 1988 - 89 | | | | | |
| | | 10 | 1989 | | 23 | | 34.2 | NA |
| | | 9 | 1988 | NA | | NA | | Unavailable |
| | | | 1987 - 88 | | | | | |
| | | 10 | 1988 | | 21 | | 33.1 | -6 / -4.1 |
| | | 9 | 1987 | 27 | | 37.2 | | |

# ACHIEVEMENT TEST DATA

**Specialist** Jana Tolson **Cooperative** Arkansas River

| COUNTY OF JEFFERSON | | | 1989 - 90 | MAT 6 TEST SCORES - TOTAL MATHEMATICS | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Altheimer/ Sherrill | Altheimer High | | | | | | | |
| | | 10 | 1990 | | 29 | | 38.3 | -8 / -4.9 |
| | | 9 | 1989 | 37 | | 43.2 | | |
| | | | | | | | | |
| | | | 1988 - 89 | | | | | |
| | | 10 | 1989 | | 17 | | 30.2 | NA |
| | | 9 | 1988 | NA | | NA | | Unavailable |
| | | | 1987 - 88 | | | | | |
| | | 10 | 1988 | | 23 | | 34.2 | -2 / -1.5 |
| | | 9 | 1987 | 25 | | 35.7 | | |
| | | | 1989 - 90 | MAT 6 TEST SCORES - TOTAL LANGUAGE | | | | |
| | | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| | | 10 | 1990 | | 53 | | 51.5 | -7 / -3.9 |
| | | 9 | 1989 | 60 | | 55.4 | | |
| | | | 1988 - 89 | | | | | |
| | | 10 | 1989 | | 41 | | 45.2 | NA |
| | | 9 | 1988 | NA | | NA | | Unavailable |
| | | | 1987 - 88 | | | | | |
| | | 10 | 1988 | | 44 | | 47.0 | +8 / +4.4 |
| | | 9 | 1987 | 36 | | 42.6 | | |

# ACHIEVEMENT TEST DATA

**Specialist** Jana Tolson **Cooperative** Arkansas River

| COUNTY OF ARKANSAS | | | 1989 - 90 | MAT 6 TEST SCORES -- SCIENCE | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Humphrey | Humphrey High | | | | | | | |
| | | 10 | 1990 | | 48 | | 48.7 | +8 / +4.2 |
| | | 9 | 1989 | 40 | | 44.5 | | |
| | | | | | | | | |
| 1988 - 89 | | | | | | | | |
| | | 11 | 1989 | | 59 | | 55.04 | +14 / +7.8 |
| | | 10 | 1988 | 45 | | 47.2 | | |
| 1987 - 88 | | | | | | | | |
| | | 11 | 1988 | | NA | | NA | Unavailable |
| | | 10 | 1987 | 50 | | 49.9 | | NA |

| 1989 - 90 | MAT 6 TEST SCORES - TOTAL READING | | | | | |
|---|---|---|---|---|---|---|
| Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | Pre | Post | Pre | Post | + or - |
| 10 | 1990 | | 27 | | 37.2 | -17 / -9.8 |
| 9 | 1989 | 44 | | 47.0 | | |
| 1988 - 89 | | | | | | |
| 11 | 1989 | | 38 | | 43.5 | +3 / +1.9 |
| 10 | 1988 | 35 | | 41.6 | | |
| 1987 - 88 | | | | | | |
| 11 | 1988 | | NA | | NA | Unavailable |
| 10 | 1987 | 32 | | 40.0 | | NA |

# ACHIEVEMENT TEST DATA

Specialist Jana Tolson

Cooperative Arkansas River

| COUNTY OF ARKANSAS | | | 1989 - 90 | MAT 6 TEST SCORES – TOTAL MATHEMATICS | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| Humphrey | Humphrey High | | | Pre | Post | Pre | Post | + or - |
| | | 10 | 1990 | | 32 | | 40.2 | - 10 / -5.5 |
| | | 9 | 1989 | 42 | | 45.7 | | |
| | | | | | | | | |
| 1988 - 89 | | | | | | | | |
| | | 11 | 1989 | | 39 | | 44.0 | +2 / +1.1 |
| | | 10 | 1988 | 37 | | 42.9 | | |
| 1987 - 88 | | | | | | | | |
| | | 11 | 1988 | | NA | | NA | Unavailable |
| | | 10 | 1987 | 38 | | 43.5 | | NA |
| 1989 - 90 | | | | MAT 6 TEST SCORES - TOTAL LANGUAGE | | | | |
| | | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| | | 10 | 1990 | | 51 | | 50.4 | +3 / +1.5 |
| | | 9 | 1989 | 48 | | 48.9 | | |
| 1988 - 89 | | | | | | | | |
| | | 11 | 1989 | | 56 | | 52.97 | +13 / +6.87 |
| | | 10 | 1988 | 43 | | 46.1 | | |
| 1987 - 88 | | | | | | | | |
| | | 11 | 1988 | | NA | | NA | Unavailable |
| | | 10 | 1987 | 49 | | 49.7 | | NA |

# ACHIEVEMENT TEST DATA

Specialist Jana Tolson

Cooperative Arkansas River

| COUNTY OF GRANT | | | 1989 - 90 | MAT 6 TEST SCORES -- SCIENCE | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Sheridan | Sheridan | | | | | | | |
| | | 10 | 1990 | | 63 | | 56.7 | -9 / -5.7 |
| | | 9 | 1989 | 72 | | 62.4 | | |
| | | | | | | | | |
| 1988 - 89 | | | | | | | | |
| | | 10 | 1989 | | 62 | | 56.4 | -9 / -5.1 |
| | | 9 | 1988 | 71 | | 61.5 | | |
| 1987 - 88 | | | | | | | | |
| | | 10 | 1988 | | 59 | | 55.0 | -4 / -2.2 |
| | | 9 | 1987 | 63 | | 57.2 | | |

| 1989 - 90 | MAT 6 TEST SCORES - TOTAL READING | | | | | |
|---|---|---|---|---|---|---|
| Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | Pre | Post | Pre | Post | + or - |
| 10 | 1990 | | 53 | | 51.7 | -18 / -10.2 |
| 9 | 1989 | 71 | | 61.9 | | |
| 1988 - 89 | | | | | | |
| 10 | 1989 | | 50 | | 50.1 | -19 / -10.4 |
| 9 | 1988 | 69 | | 60.5 | | |
| 1987 - 88 | | | | | | |
| 10 | 1988 | | 48 | | 48.7 | -10 / -5.4 |
| 9 | 1987 | 58 | | 54.1 | | |

# ACHIEVEMENT TEST DATA

Specialist Jana Tolson

Cooperative Arkansas River

| COUNTY OF GRANT | | | 1989 - 90 | MAT 6 TEST SCORES -- TOTAL MATHEMATICS | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Sheridan | Sheridan High | | | | | | | |
| | | 10 | 1990 | | 62 | | 56.3 | -7 / -4.0 |
| | | 9 | 1989 | 69 | | 60.3 | | |
| | | | | | | | | |
| 1988 - 89 | | | | | | | | |
| | | 10 | 1989 | | 65 | | 58.0 | -1 / -0.5 |
| | | 9 | 1988 | 66 | | 58.5 | | |
| 1987 - 88 | | | | | | | | |
| | | 10 | 1988 | | 54 | | 52.2 | -7 / -3.9 |
| | | 9 | 1987 | 61 | | 56.1 | | |

| 1989 - 90 | MAT 6 TEST SCORES - TOTAL LANGUAGE | | | | | |
|---|---|---|---|---|---|---|
| Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | Pre | Post | Pre | Post | + or - |
| 10 | 1990 | | 61 | | 55.8 | -6 / -3.6 |
| 9 | 1989 | 67 | | 59.4 | | |
| 1988 - 89 | | | | | | |
| 10 | 1989 | | 61 | | 56.1 | -1 / -0.5 |
| 9 | 1988 | 62 | | 56.6 | | |
| 1987 - 88 | | | | | | |
| 10 | 1988 | | 55 | | 52.4 | +1 / +0.3 |
| 9 | 1987 | 54 | | 52.1 | | |

# ACHIEVEMENT TEST DATA

**Specialist** Jana Tolson **Cooperative** Arkansas River

| COUNTY OF JEFFERSON | | | 1989 - 90 | MAT 6 TEST SCORES -- SCIENCE | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Pine Bluff | Pine Bluff High | | | | | | | |
| | | 10 | April, 1990 | | 50 | | 50.0 | -9 / -4.9 |
| | | 9 | Nov., 1988 | 59 | | 54.9 | | |
| | | | | | | | | |
| **1988 - 89** | | | | | | | | |
| | | 10 | April, 1989 | | 45 | | 47.3 | -14 / -7.6 |
| | | 9 | Oct., 1987 | 59 | | 54.9 | | |
| **1987 - 88** | | | | | | | | |
| | | 10 | April, 1988 | | 46 | | 47.7 | NA |
| | | 9 | NA | NA | | NA | | Not Tested |

| 1989 - 90 | MAT 6 TEST SCORES - TOTAL READING | | | | | |
|---|---|---|---|---|---|---|
| Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | Pre | Post | Pre | Post | + or - |
| 10 | April, 1990 | | 46 | | 47.8 | -13 / -6.8 |
| 9 | Nov., 1988 | 59 | | 54.6 | | |
| **1988 - 89** | | | | | | |
| 10 | April, 1989 | | 44 | | 46.6 | -7 / -3.7 |
| 9 | Oct., 1987 | 51 | | 50.3 | | |
| **1987 - 88** | | | | | | |
| 10 | April, 1988 | | 45 | | 47.4 | NA |
| 9 | NA | NA | | NA | | Not Tested |

# ACHIEVEMENT TEST DATA

**Specialist** Jana Tolson **Cooperative** Arkansas River

| COUNTY OF JEFFERSON | | | 1989 - 90 | MAT 6 TEST SCORES -- TOTAL MATHEMATICS | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Pine Bluff | Pine Bluff High | | | | | | | |
| | | 10 | April, 1990 | | 44 | | 47.0 | -8 / - 4.1 |
| | | 9 | Nov., 1988 | 52 | | 51.1 | | |
| | | | | | | | | |
| 1988 - 89 | | | | | | | | |
| | | 10 | April, 1989 | | 45 | | 47.4 | -1 /-0.7 |
| | | 9 | Oct., 1987 | 46 | | 48.1 | | |
| 1987 - 88 | | | | | | | | |
| | | 10 | April, 1988 | | 42 | | 45.7 | NA |
| | | 9 | NA | NA | | NA | | Not Tested |

| 1989 - 90 | MAT 6 TEST SCORES - TOTAL LANGUAGE | | | | | |
|---|---|---|---|---|---|---|
| Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | Pre | Post | Pre | Post | + or - |
| 10 | April, 1990 | | 61 | | 55.7 | -3 / -1.3 |
| 9 | Nov., 1988 | 58 | | 54.4 | | |
| 1988 - 89 | | | | | | |
| 10 | April, 1989 | | 57 | | 53.6 | -2 / -1.1 |
| 9 | Oct, 1987 | 55 | | 52.5 | | |
| 1987 - 88 | | | | | | |
| 10 | April, 1988 | | 60 | | 55.3 | NA |
| 9 | NA | NA | | NA | | Not Tested |

# ACHIEVEMENT TEST DATA

Specialist Jana Tolson

Cooperative Arkansas River

| COUNTY OF JEFFERSON | | | 1989 - 90 | MAT 6 TEST SCORES -- SCIENCE | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Wabbaseka/ Tucker | Wabbaseka High | | | | | | | |
| | | 10 | 1990 | | 34 | | 41.2 | NA |
| | | 9 | 1989 | NA | | NA | | Unavailable |
| | | | | | | | | |
| **1988 - 89** | | | | | | | | |
| | | 10 | 1989 | | 85 | | 72.1 | +35 / +22.3 |
| | | 9 | 1988 | 50 | | 49.8 | | |
| **1987 - 88** | | | | | | | | |
| | | 10 | 1988 | | 57 | | 53.8 | NA |
| | | 9 | 1987 | NA | | NA | | Unavailable |

| | 1989 - 90 | MAT 6 TEST SCORES - TOTAL READING | | | | |
|---|---|---|---|---|---|---|
| Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | Pre | Post | Pre | Post | + or - |
| 10 | 1990 | | 22 | | 33.6 | NA |
| 9 | 1989 | NA | | NA | | Unavailable |
| **1988 - 89** | | | | | | |
| 10 | 1989 | | 25 | | 35.5 | +2 / +0.8 |
| 9 | 1988 | 23 | | 34.7 | | |
| **1987 - 88** | | | | | | |
| 10 | 1988 | | 10 | | 23.5 | NA |
| 9 | 1987 | NA | | NA | | Unavailable |

# ACHIEVEMENT TEST DATA

**Specialist** Jana Tolson **Cooperative** Arkansas River

| COUNTY OF JEFFERSON | | | 1989 - 90 | MAT 6 TEST SCORES -- TOTAL MATHEMATICS | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
| Wabbaseka/ Tucker | Wabbaseka High | | | | | | | |
| | | 10 | 1990 | | 23 | | 34.7 | NA |
| | | 9 | 1989 | NA | | NA | | Unavailable |
| | | | | | | | | |
| | | | 1988 - 89 | | | | | |
| | | 10 | 1989 | | 30 | | 38.8 | +2 / +0.8 |
| | | 9 | 1988 | 28 | | 38.0 | | |
| | | | 1987 - 88 | | | | | |
| | | 10 | 1988 | | 11 | | 23.7 | NA |
| | | 9 | 1987 | NA | | NA | | Unavailable |

| | | 1989 - 90 | MAT 6 TEST SCORES - TOTAL LANGUAGE | | | | |
|---|---|---|---|---|---|---|---|
| | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | Pre | Post | Pre | Post | + or - |
| | 10 | 1990 | | 35 | | 41.6 | NA |
| | 9 | 1989 | NA | | NA | | Unavailable |
| | | 1988 - 89 | | | | | |
| | 10 | 1989 | | 35 | | 42.0 | +4 / +2.3 |
| | 9 | 1988 | 31 | | 39.7 | | |
| | | 1987 - 88 | | | | | |
| | 10 | 1988 | | 11 | | 24.5 | NA |
| | 9 | 1987 | NA | | NA | | Unavailable |

## IV. Evaluation

### A. Evaluation

There was some confusion as to just who was responsible for this project; however, it soon became evident that the Basic Skills Specialist, not the ARESC Director or the Vocational Coordinator, was to bear full responsibility for the project; she, therefore, became the Project Coordinator.

Five different-type school districts were targeted as pilot site participants 1) Altheimer-Sherrill, a small consolidated, rural school district in Jefferson County; 2) Humphrey, a small, agriculturally-oriented, rural school district in Arkansas County; 3) Pine Bluff, a large (about 4500 secondary students) comprehensive, city school district in Jefferson County; 4) Sheridan, a mid-sized, growing school district located between Pine Bluff and Little Rock in Grant County; and 5) Wabbaseka-Tucker, a small, twice-consolidated (though Plum Bayou is not part of the district name), rural school district in Jefferson County.

Reception to the idea of more change coming on the heels of teacher testing and the new standards, was, understandably, met with a great deal of resistance. Therefore, the Basic Skills Specialist/Project Coordinator, the Basic Skills Advisory Committee, and cooperating pilot site school district personnel worked to identify ways in which the project could best be utilized in each school district. This group also took into consideration the results of the Teacher Opinion/Needs Assessment Survey of teachers in all five pilot site schools and the Required Skills Survey from the Grant County and the Greater Pine Bluff Chambers of Commerce, which

lent considerable support to the need for this project. (See attached surveys.)

In selecting the students and grade levels for project utilization, these factors were considered: 1) as per the refocusing of the project by the Southern Regional Education Board (SREB), the project was to target regular students in grades seven through twelve, thus separating it from the Vocational Evaluation Program; 2) school district efforts in grades seven and eight were directed toward student success on the eighth grade Minimum Performance Test; and 3) until the ninth grade, only career orientation and exploratory trade and industry and home economics courses were offered. Therefore, the primary efforts of the project were focused upon regular ninth through twelfth grade students.

B. Results

1. Altheimer-Sherrill School District

a. Altheimer High School

This project was initially well-received by Superintendent Fred Martin and Assistant Superintendent Cortez Smith. They were receptive to and interested in the use of the Life Skills and World of Work series books and the new, integrated courses of Principles of Technology, Applied Mathematics, and Applied Communication, as well as curriculum revision.

However, due to Martin's retirement, serious testing inequities and discipline problems, there were administrative changes which resulted in an almost

ARESC Basic Skills in Vocational Education Project: Attention - Jana Tolson
(Altheimer, Humphrey, Pine Bluff, Sheridan, and Wabbaseka High Schools)

TEACHER OPINION/NEEDS ASSESSMENT SURVEY

PLEASE CHECK (✓) ANY OF THE FOLLOWING SKILLS IN WHICH YOU THINK THE MAJORITY OF YOUR STUDENTS NEED IMPROVEMENT.

## READING

WORD RECOGNITION
12 Use context clues
7 Select correct base word
5 Ident. words with prefix/suffix

COMPREHENSION
6 Identify main idea
8 Identify details
7 Select sequence of events
7 Predict logical outcome
11 Ident. cause/effect
15 Interpret figurative language
17 Infer/conclude
11 Determine author's purpose
12 Distinguish facts/opinions

REFERENCE & STUDY SKILLS
0 Alphabetize words
2 Use guide words
4 Select dictionary meanings
2 Use table of contents
5 Use indexes
1 Use glossaries
6 Use graphs/tables
4 Use newspapers

## MATHEMATICS

*(22 teachers)

NUMERATION
3 Ident. whole num. place val.
3 Recognize whole num./word name
2 Round whole numbers
9 Recognize decimal word name/standard form

WHOLE NUMBERS
1 Add whole numbers
1 Subtract whole numbers
1 Multiply whole numbers
1 Divide whole numbers
20 Solve reading problems

RATIONAL NUMBERS
15 Add/subtract fractions
13 Multiply fractions
16 Change fraction to decimal
9 Add/subtract decimals
10 Multiply decimals
13 Divide decimals by whole num.
19 Solve reading problems/decimals
10 Write percent as decimal
10 Write decimal as percent

MEASUREMENT
14 Select metric/customary measure

GEOMETRY
4 Identify shapes
5 Find perimeter

PROBABILITY AND STAT.
12 Interpret charts/tables/graphs

## LANGUAGE

*(29 teachers)

CAPITALIZATION
2 Sentences
6 Titles
6 Books/stories
10 Quotations
1 Letters
0 Initials

PUNCTUATION
16 Use commas
9 Use quotation marks
4 Form contractions
5 Form possessives
11 Underlining
7 Hyphen
18 Semi-colon/colon

USAGE
13 Subject-verb agreement
2 Identify collective nouns
6 Identify subject/direct obj.
1 Identify action verbs
8 Identify forms of be
5 Identify adjectives
8 Identify adverbs
11 Recog. pronouns/antecedents

CONJUNCTIONS
2 Recog. coordinate conjunctions

PREPOSITIONS
3 Ident. prepositional phrase

ELEMENTS OF A SENTENCE
3 Find a simple subj/predicate

## SCIENCE

*(21 teachers)

PHYSICAL
4 Identify matter forms/properties
7 Classify energy forms/properties
7 Know laws of motion
4 Describe machine-work relations
4 Know computers/technology basics
7 Read graphs/statistics

EARTH AND SPACE
4 Define earth history terms
3 Define earth process terms
1 Recog. agents of erosion
4 Define meteorology terms
3 Ident. weather instruments
2 Know atmospheric gases
3 Def. universe/astron. terms
3 Def. energy/nat. res. terms
6 Know ecological balance basics

LIFE
9 Define cell terms
3 Ident. respiratory system
4 Ident. digestive tract
3 Identify five senses
7 Recog: plant/animal diff.
8 Ident. water cycle sequence
14 Know human growth stages/genetics
6 Know health/nutrition basics
10 Recog. disease causes/controls
6 Identify health/safety measures

## COMMUNICATIONS

WRITTEN FORMS
20 Essays/Reports
8 Summaries
10 Poems/Stories
3 Letters/Notes
10 Journals/Scripts

PURPOSE
10 Inform/Persuade
10 Expression/Clarification
7 Exploration

PROCESS
9 Ideas
9 Drafting
12 Revising
17 Editing

SUPPORTING SKILLS
10 Spelling (grade 8 and above words)
9 Penmanship

RESOURCES
7 Library/Media Service

ORAL COMMUNICATION CODES
13 Listen effectively to spoken English
12 Use words, pronunciation/grammar appropriate for the situation
4 Use nonverbal signs appropriate for the situation
4 Use voice effectively

ORAL MESSAGE EVALUATION
4 Identify main messages
4 Distinguish facts from opinions
2 Distinguish between informative and persuasive messages
5 Recognize when another does not understand your message

BASIC SPEECH COMMUNICATION
9 Express ideas clearly and concisely
11 Express and defend, with evidence, your point of view
9 Ask questions to obtain information
7 Answer questions effectively
7 Give concise and accurate directions
6 Summarize messages
6 Organize messages so that others understand

HUMAN RELATIONS
6 Describe another's viewpoint
4 Describe differences in opinion
5 Express feelings to others
6 Perform social rituals



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Grant County Chamber of Commerce Participants:

1. Action Realty Company
2. Arkansas Louisiana Gas Company
3. Arkansas Power & Light Company
4. Bell Timber Company
5. Brown & Taylor Lumber Company, Inc. (7 responses)
6. C&S Lumber Company
7. Circuit/Chancery Judge, 7th District (Office of)
8. Friendship Cable of Arkansas
9. Grant County (County Road)
10. Grant County & Circuit Clerk
11. Grant County Bank
12. Harvey's Exxon
13. Lowrey Engineering Company
14. McDonald Abstract Company
15. Medi Save Drugs
16. J.R. Mote Insurance
17. Olga's Fabric & Fashion
18. Poor Boy Feed
19. H.H. Robertson Company
20. Rohr Industries
21. Scooter's
22. Sears
23. Shelter Insurance Company
24. Sheridan Auto Parts
25. Sheridan Hardware & Furniture Company, Inc.
26. Sheridan Lumber & Supply Company, Inc.
27. South Arkansas Telephone Company, Inc.
28. Springer's Florist & Greenhouse
29. Sterling Faucet Company
30. Stone Container
31. Dee L. Tucker, D.D.S., P.A.
32. Vannucci Chiropractic
33. Winston, Inc.

COMPANY NAME: Grant County Chamber of Commerce

JOB AREA:

JOB TITLE(S):

EDUCATION/TRAINING REQUIRED:

PAY RATE/STARTING SALARY:

HOURS/SHIFT:

PLEASE CHECK (✓) ANY APPLICABLE SKILLS — Composite

ATTENTION: JANA TOLSON, ARESC

# REQUIRED SKILLS

## READING

- 31 Instructional Manuals
- 8 Magazines
- 7 Newspapers
- 22 Reference Books
- 20 Reports
- 8 Other (Please specify)
  - maps
  - definitive manuals
  - legal writings
  - courthouse records
  - pattern books
  - blueprints & assembly planning
  - catalogs
  - trade manuals

## COMMUNICATIONS

LISTENING

- 34 Messages
- 36 Following Directions

ORAL

- 27 Give Directions
- 9 Sequencing
- 23 Pronunciation/Grammar
- 31 Telephone
- 9 Reports/Instruction/Speeches Seminars/Press Releases
- ___ TV/Radio Ads/Promos

PERSONAL RELATIONS

- 31 Self-esteem
- 36 Respect for Others
- 36 Cooperation
- 39 Ethics/Values
- ___ Other (Please specify)
  - motivation - responsibility
  - honesty - customer courtesy

## ENGLISH

- 32 Spelling
- 23 Correct Grammar Usage
- 15 Correct Punctuation
- 13 Correct Capitalization

COMPOSITION

- 30 Written messages
  - 27 legibility
- 13 Reports
- 7 Manuals
- 4 Seminar/Workshop materials
- ___ Speeches
- ___ Other (Please specify)

## MATH

- 38 Basic Math (add, subtract, multiply, divide)
- 7 Algebra
- 4 Geometry
- ___ Calculus
- 1 Trigonometry
- 8 Statistics
- 10 Graphs/Tables
- 21 Measurement
- ___ Other (Please specify)

* within 1/64"

## SCIENCE

- 12 Computer Technology
- ___ Zoology
- 1 Biology (helpful)
- 1 Chemistry
- 1 Physics
- 1 Ecology
- 1 Solar System
- ___ Health/Nutrition
- 18 Safety
- 3 Weather
- 2 Disease Cause/Controls
- 1 Human Growth & Development
- ___ Aerospace
- ___ Dynamics
- ___ aerodynamics
- 3 Other (Please specify)
  - Thermodynamics
  - Heat transfer
  - Psyhrometrics (sic)

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COMMENTS: Requires mechanical skills that are learned on the job

Stress dependability, attendance, job performance, appearance, interview training, ability to talk to people (4 years speech)



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221 South Beech St.
Pine Bluff, AR 71601
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## Businesses Completing "Required Skills" Survey

1. Arkansas Awards
2. Arkansas Mill Supply, Inc.
3. Arkansas Power and Light Company
4. Car Care Mkt.
5. Century Tube
6. Century 21, Moseley Realty
7. Eclipse Industrial Products, Inc.
8. Florida Drum Co.
9. Gaylord Paper Mill
10. Glassrock Home Health Care
11. Graves and Associates, Inc.
12. Jefferson Alarm Co., Inc.
13. Edward D. Jones and Co.
14. McNew Insurance Agency, Inc.
15. Mid-America Pkg. - Bag Plant
16. Murray-Hart Health Mart
17. National Center for Toxilogical Research (NCTR)
18. Pine Bluff and Jefferson County Library
19. State Farm Ins., Don Harris
20. State Farm Ins., Ryland Robinson, Jr.
21. David Rowland Electric Co.
22. Soltz Machinery and Supply Co.
23. Simmons First National Bank
24. University of Arkansas at Pine Bluff
25. Vision Care Associates
26. Volunteers in Courts, Jefferson County, Inc.
27. Wheeling Machine Products, Cooper Industries

COMPANY NAME: Composite - Greater Pine Bluff Chamber of Commerce

JOB AREA:

JOB TITLE(S):

EDUCATION/TRAINING REQUIRED:

PAY RATE/STARTING SALARY:

HOURS/SHIFT:

PLEASE CHECK (✔) ANY APPLICABLE SKILLS

ATTENTION: JANA TOLSON, ARESC

# REQUIRED SKILLS

## READING

26 Instructional Manuals
13 Magazines
11 Newspapers
23 Reference Books
16 Reports
9 Other (Please specify)
Medical Records
Invoices
Safety Manual
Customer Correspondence
Study Skills
Warning Signs
Tags on Bundles

## COMMUNICATIONS

LISTENING
28 Messages
33 Following Directions

ORAL
26 Give Directions
13 Sequencing
24 Pronunciation/Grammar
29 Telephone
14 Reports/Instruction/Speeches Seminars/Press Releases
2 TV/Radio Ads/Promos

PERSONAL RELATIONS
28 Self-esteem
33 Respect for Others
33 Cooperation
32 Ethics/Values
4 Other (Please specify)
Sales Skills
Dress/grooming
Supervisory Skills
Interaction with customers

## ENGLISH

29 Spelling
27 Correct Grammar Usage
19 Correct Punctuation
20 Correct Capitalization
1 Alphabetizing

COMPOSITION
29 Written messages
27 legibility
18 Reports
7 Manuals
9 Seminar/Workshop materials
4 Speeches
3 Other (Please specify)
Posting books
Procedures
Typing

## MATH

32 Basic Math (add, subtract, multiply, divide)
10 Algebra
9 Geometry
4 Calculus
7 Trigonometry
8 Statistics
12 Graphs/Tables
20 Measurement
2 Other (Please specify)
Make change
Cash register
Calculator
Computer

## SCIENCE

16 Computer Technology
3 Zoology
3 Biology
6 Chemistry
8 Physics
5 Ecology
2 Solar System
7 Health/Nutrition
21 Safety
3 Weather
5 Disease Cause/Controls
6 Human Growth & Development
1 Aerospace
1 Dynamics
1 aerodynamics
2 Other (Please specify)
Electronics
Mechanical Aptitude

56

COMMENTS: Basic reading, writing, math, spelling, & common sense are very poor.

67

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Pine Bluff, AR 71601
53[illegible]-6129

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total halt to the integration of this project. The new superintendent had to correct the discipline and testing inequities. Therefore, though Cortez Smith, (now principal of the high school), Jerry Brasfield (building trades teacher), Napoleon Hilson (auto mechanics teacher), and Patricia Holiday (former junior high, now elementary counselor) remained interested in integrated material and the new applied courses, their efforts were stalled pending administrative approval. Brasfield has tentatively planned to coordinate his building trades activities with math concepts and a written report in English. Hilson has tentatively planned to coordinate his auto mechanics activities with science concepts.

Hilson and an English teacher, Pearlene Lambert, infused a couple of Applied Communication modules into their respective classes during the 1989-90 schoolyear.

Several of their teachers participated in the designing of the Co-op-based Integrated Basic Skills Activities Booklet in February of 1989.

Altheimer High School participated in the National Assessment of Educational Progress in May of 1988.

2. Humphrey School District

a. Humphrey High School

Though the math, science, and agriculture teachers are still resistant to the project ideas, a coordinated English and Journalism into Business Education program was begun during the 1989-90 school year. Connie Dardenne, English/journalism teacher, utilized the business education computers by having her students compile and print research papers for an English grade. Her journalism students utilized the computers in typing newspapers. Dale Holbert, English teacher, and Ferne Bock, business education teacher, cooperatively used English research, writing, and business education keyboarding in producing research papers for an English and a keyboarding grade.

Two Applied Communication modules were furnished to the school for use as needed.

Tom Craig (agriculture/practical arts), Becky Baker (home economics), Ferne Bock (business education), and Rufus Maxwell (math) worked with teachers and administrators from Altheimer and Wabbaseka High Schools and staff from the Arkansas Department of Education (ADE) in designing activities for the Co-op-based Integrated Basic Skills Program Activities Booklet in February of 1989.

Agriculture teacher Tom Craig, Superintendent Robert Davis, and Principal Donald Henley want to utilize an "animal science for science credit" program when one is developed. Since neither Craig nor the science teacher, Lois Reed, has the time to independently develop such a program, it seems likely that they would utilize such a program developed by some other source.

Business education teacher Ferne Bock has utilized components of the Basics Instructional Program Development book since the first year of the project and plans to continue its use through the ARESC media service.

Humphrey High School participated in the National Assessment of Educational Progress in May of 1988.

3. Pine Bluff School District

a. Pine Bluff High School

This school was a real challenge, probably due to its size. Top administrators, as well as teachers, were very resistant to change. Though the school participated in the National Assessment of Educational Progress in May of 1988, progress has been slow.

The School has been involved in a restructuring process, and Assistant Superintendent Tim Carter requested that the Basic Skills

Specialist/Project Coordinator (specialist/coordinator) identify methods by which her project could blend with restructuring. Making the project part of their restructuring efforts was suggested by Dr. Mary Ann Stafford. Principal Elgie Goss had expressed a desire that the school not become involved in a second major project. Therefore, the specialist/coordinator was placed on a restructuring interdisciplinary team focusing on at-risk students. Utilizing those contacts, the specialist/coordinator was able to place pilot Applied Mathematics materials with interested math teacher Loretta Alexander. Auto mechanics instructor Pete Stom indicated an interest in Principles of Technology, so sample materials were left with him.

The school's Basic Skills Advisory Committee members used various materials provided through the project: 1) Debbie Marshall, Coordinated Career Education teacher, used the Life Skills and World of Work series books; 2) Percell Stigger, English teacher, was given four Applied Communication modules for infusion into his classes; 3) Peggy Burton, Cooperative Office Education (COE) teacher, sampled Applied Communication module 4, successfully, with her students; and 4) Janice Streeter, Department Chair, Special Education, was given Applied Communication module 7 for infusion into her classes.

Burton already utilized both math and English in her classes. Also, as part of her restructuring interdisciplinary team function, her COE students surveyed Pine Bluff businesses for academic to vocational education questions for the Pine Bluff and Arkansas Quiz Bowls.

Streeter had success with a series of Encounters novels furnished by the cooperative. These lower-level, high-interest novels were heavily utilized by her students. Parents reported seeing their students reading over week ends, an unprecedented occurrence. Book reports for Streeter as well as English teachers followed. These students were eager to read assigned materials and to do assigned reports when given interesting reading material on their reading level.

b. Jack Robey Junior High School (formerly Pine Bluff Junior High School)

Ninth graders were the only students targeted for this project through the furnishing of the Life Skills and World of Work series books, primarily because there has not been much contact between this school and Pine Bluff High School for any project continuity and because of the eighth grade Minimum Performance Test (MPT).

Don Knight, who retired in December of 1989, was the Ninth Grade Principal, and he was receptive

to the ideas of at least infusing Applied Mathematics as well as exploring, with Ray Woods, an interested physical science teacher, Principles of Technology, for possible inclusion in their curriculum. With Knight's retirement, that idea seems to have been lost, as the new principal was not informed as to Knight's interest, and there was not sufficient time remaining in the project in which to properly orient the new principal.

c. Southeast Junior High

Southeast Junior High School has only seventh graders and only one vocational course - Career Orientation. Therefore, the project was able to be a resource through the furnishing of sample Life Skills and World of Work series books in preparation for the eighth grade Minimum Performance Test (MPT).

4. Sheridan School District

a. Sheridan High School

Despite meeting with great initial resistance to this project as anything but a resource for Minimum Performance Test (MPT) preparation, a refusal to participate in the National Assessment of Educational Progress, and yearly changes in assistant superintendents, high school principals, and vocational education leadership, Steve Brown, assistant superintendent/high school principal for the 1988-89, school year, Scott Ausbrooks, physics

teacher, and the Basic Skills Specialist/Project Coordinator (specialist/coordinator) were able to implement year one of Principles of Technology, for science credit, during the 1989-90 school year. Due to high student interest, there were two full classes of the course for that year. Student interest remained great enough that sixty-two students registered for the course for the 1990-91 school year. The possibility remains that Applied Mathematics could be implemented. Ausbrooks would like to see it as a prerequisite to his Principles of Technology course.

Also, after two school years of a lack of cooperation in representation on the Basic Skills Advisory Committee, the specialist/coordinator was able to secure Scott Ausbrooks, Principles of Technology instructor, as Sheridan's representative member.

b. Sheridan Junior High School

The project was utilized as a resource in preparation for the Minimum Performance Test (MPT).

5. Wabbaska-Tucker School District

a. Wabbaseka High School

The administrative, counseling, and teaching staff at this school has been very cooperative and willing to try new ideas to improve the success of their students.

During the 1989-90 school year, they utilized the integrated basic skills in vocational education idea to design a school-district wide drug abuse prevention program to meet a need of their students. Math measurement and building trades dimensions were utilized in the building of a C.R.A.C.K. (Children Rebelling Against Crack Kings) House. English and business education students wrote essays, newsletters, and rap songs about their project. Science students studied about the harmful effects and types of drugs, while home economics students made simulated drugs and studied about their use and sale. The project concluded with an all-school assembly on February 1, 1990, at which the Basic Skills Specialist/Project Coordinator and Susan Taylor, Projects Administrator for Basic Skills and Drop-Out Prevention, were speakers.

This school had previously used the Life Skills and World of Work series books and had done some work with an integrated curriculum. They also participated in the designing of the Co-op-based Integrated Basic Skills Activities Booklet in February of 1989.

Wabbaseka High School participated in the National Assessment of Educational Progress in May of 1988.

6. In the 1989-90, or final year, of the project, these non-pilot- site ARESC- served districts became involved through a workshop on and the use of modules from Applied Communication: 1) DeWitt, 2) Dollarway, 3) Stuttgart, and 4) Watson Chapel.

## V. Conclusions and Recommendations

### A. Summary

This pilot project in integrating communication (reading, writing, listening, and speaking), math, and science into vocational education was a completely foreign idea to the selected school districts, initially. It took three years worth of orientation, methods and applied course in-services, demonstrations, and workshops to convey this revolutionary concept, because the academic and vocational fields were viewed as complete opposites. In fact, it was obvious that less successful academic students were guided, or frightened by a lack of success in academic courses, into taking what they perceived to be less-academically-taxing vocational courses. Though this reason for taking vocational courses was not true for all vocational students, it was true for a great many students.

I am pleased to report that all five pilot site schools participated in the project during the 1989-90, or final, school year. The degree of participation varied, according to their needs and to the length of time with the project. (Administrative changes hindered the project, in all but one instance.) All of the schools utilized the Life Skills and World of Work series books on reading, writing, vocabulary, and critical thinking. They then utilized the

materials and workshops available through the project to develop their own programs. The three smaller school districts were in-serviced, using teams of academic and vocational teachers and respective academic and vocational supervisors or staff from the Arkansas Department of Education, to design integrated communication, math, and science into vocational agriculture, automechanics, building trades, business education, and home economics activities for use in their classrooms. These activities, revised, edited, and compiled by the Basic Skills Specialist/Project Coordinator, were copied, bound, and disseminated to all participants, Basic Skills Advisory Committee members, Donna Harris of the Northeast Arkansas Educational Cooperative in Strawberry, Arkansas, who had requested copies of our integrated science activities, Deborah S. Walz, Projects Administrator, Vocational and Technical Division of the Arkansas Department of Education, and Dr. Curtis Merrell, Director, Arkansas River Education Service Cooperative (ARESC).

By integrating the "basic skills" of communication, math, and science into vocational courses, correlating the basic skills concepts with the actual use of these skills in vocational classes, or the infusion or introduction of new, applied courses, teachers and students reported increased student interest and success in concept learning and application. For example, a majority of the Sheridan High School students who took the first year of Principles of Technology, a basic physics/technology course, reported that they found the materials and laboratory experiments helpful and that they would recommend the materials for other students.

Note: This student recommendation was made despite the lack of sufficient lab equipment for the first year, (due to a missed funding application deadline) a situation that has been corrected for the 1990-91 school year.

B. Recommendations

1. Entitle the position Project Director, granting full authority along with responsibility for the project.
2. Structure the project as a separate program, not an extension of another.
3. Allow five years for the development and implementation of the project.
4. Provide a salary and fringe benefits comparable to that of other cooperative staff positions.
5. Provide budget allowances for competent clerical assistance, office space, copier, and telephone rental/usage and for utilities and office supply expense.
6. Provide budget allowances for in and out-of-state training for the Project Director.
7. Provide a budget allowance of at least $2,000 per year for cooperative-hosted project workshops to cover the cost of expert presenters for the Principles of Technology, Applied Mathematics, and Applied Communication presenters.
8. Materials and equipment purchase:
   a. Provide at least $25,000 per year, per school wishing to implement Principles of Technology.

      Note: The success of this course is dependent upon having proper laboratory equipment, and

$25,000 seems a necessary expenditure for the purchase of sufficient materials and equipment for the fourteen unit course. An expenditure of $10,000 seems necessary to fund just the first year, or units one through seven.

b. Provide at least $4,000 per year, per school wishing to implement Applied Mathematics or Applied Communication.

9. Target regular ninth through twelfth-grade students, realizing that an eight grade reading level is required for the courses of Principles of Technology, Applied Mathematics, and Applied Communication. It is also the specialist/ coordinator's opinion that these students are the most underserved in the school system and, therefore, the group most likely to benefit from the project as well as to pass along the project benefits to society.

10. Utilize the state and local Chambers of Commerce as job skills resources.

# APPENDICES

# BIBLIOGRAPHY

1. Basics, Implementation Guide, The National Center for Research in Vocational Education, Ohio State University, 1987, pages 1 - 10.

## Basic Skills Materials

I. "Basics" series from the National Center for Research in Vocational Education:
   A. The Bridger's Guide
   B. Instructional Program Development
   C. Targeted Teaching Techniques
   D. "Basics" video

II. Pre-Tech materials from the University of Arkansas - Fayetteville:
   A. Pre-Tech Communications, Instructor Edition
   B. Pre-Tech Mathematics, Instructor Edition

III. Educational Design materials:
   A. Reading:
      1. Life Skills Reading
      2. Life Skills Reading 2 Comprehension Skills
   B. Reading and critical thinking:
      1. Reading & Critical Thinking, Book 1
      2. Reading & Critical Thinking, Book 2
   C. Vocabulary:
      1. Vocabulary for the World of Work 1
      2. Vocabulary for the World of Work 2
   D. English:
      1. Basic English Grammar
      2. Life Skills Writing
      3. Writing in the Content Areas
   E. Listening:
      1. Life Skills Listening
   F. Mathematics:
      1. Life Skills Math
      2. Life Skills Math 2 Exercise Supplement
      3. Money Math
      4. Basic Algebra

IV. Computer software:
   A. Mathematics:
      1. Geometry: Planely Simple (Apple & IBM)
      2. Geometry: Concepts & Proofs (Apple)
      3. Algebra: Equation Solving Skills (Apple & IBM)
   B. Science:
      1. Think Like a Scientist (Apple)

V. Fearon Education materials:
   A. Communication:
      1. Write Me A Note
      2. Let's Have A Talk
      3. Give Me A Call

VI. University of Texas at Austin materials:
   A. Applied Basic Skills Series:
      1. Language Arts
      2. Science
      3. Student Learning Activities For Science
      4. Mathematics
      5. Student Learning Activities For Mathematics

Basic Skills Materials (continued)

VII. Agency for Instructional Technology (AIT) materials:
  A. Applied Communication
    1. Modules 1-15 (manuals and videos)

VIII. Center for Occupational Research and Development (CORD) materials:
  A. Applied Mathematics
    1. Units A-C and 1-22 (manuals and videos)

IX. Jointly produced AIT and CORD materials:
  A. Principles of Technology
    1. Units 1-14 (manuals and videos)

# BASIC SKILLS IN VOCATIONAL EDUCATION

**Arkansas River Education Service Cooperative**

**Instructional Program Development/Action Plan**

SCHOOL_____

SCHOOL DISTRICT_____

ADDRESS_____ CITY_____ ZIP_____

Mailing Address (if different)_____

SUPERINTENDENT_____ PHONE_____

PRINCIPAL_____ PHONE_____

| Vocational Ed. Contacts | Subject(s) | Grades(s) | Non-Vocational Ed. Contacts | Subject(s) | Grades(s) |
|---|---|---|---|---|---|

_____

Basic Action Plan _____

_____

_____

Personnel Involved_____

_____

Materials Used_____

_____

Co-op-Based Integrated Basic Skills
Pilot Site Criteria
1989/90

1. Define "vocational completer" as any student who has completed four (4) vocational education carnegie units or who has completed a vocational course which credits only three (3) vocational education carnegie units.
2. Require at least four (4) units in a vocational concentration for vocational completers.
3. Require vocational completers to demonstrate mastery in the basic competencies of reading, language, math, and science by scoring at least an average percentile in each competency on currently used state tests.
4. Require all students to have keyboarding and computer literacy competencies.
5. Develop curriculum and instructional strategies, through teaming vocational and non-vocational instructors, to strengthen the basic competencies of students enrolled in vocational courses through one or more of the following: 1) teaching college preparatory content through applied communication, math, or science courses, 2) infusing applied teaching methods into existing academic and general courses, or 3) revising the vocational curriculum and instruction so that greater emphasis is placed upon the communication, math, science and technical concepts and skills underlying specific occupational competencies.
6. Assist all students in developing a four or five-year educational plan before the eighth or ninth grade, to be revised and updated annually with parental approval.
   a. Suggest, for vocational completers:
      1) required academic, general, and related vocational courses for each vocational offering, or
      2) developed, coordinated, and implemented vocational and academic instruction.
7. Allow up to two (2) units of full, or partial, general or academic credit to be earned through completion of a vocational concentration when the vocational courses/programs for that vocational concentration have equal content and time/competencies to general or academic courses.
8. Utilize an existing or develop an intensive staff development program for vocational and non-vocational teachers so that they understand how their disciplines are interrelated.

We, the undersigned, are utilizing the indicated criteria:

| | | |
|---|---|---|
| _____1. | _____4. | _____7. |
| _____2. | _____5. | _____8. |
| _____3. | _____6. | |

_____ (Name)
SUPERINTENDENT

DISTRICT: _____
DATE: _____

_____ (Name)
PRINCIPAL

SCHOOL: _____
DATE: _____

_____ (Name)
ASSNT. SUPERINTENTENDENT

DATE: _____

_____ (Name)
COUNSELOR

DATE: _____

Basic Skills in Vocational Education
Site Visit Documentation Report
Jana Tolson, Basic Skills Specialist
Arkansas River Education Service Cooperative

(Name of School) _____ (Name of School District) _____

| Site Visit | Telephone Call/Letter | Workshop |
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# RECORD OF INTEGRATED BASIC SKILLS MATERIALS

## Furnished to Participating School

| ITEM | QUANTITY | NAME | SCHOOL DISTRICT | DATE |
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| 88 | | | | 89 |

# ACHIEVEMENT TEST DATA

Specialist Jana Tolson

Cooperative Arkansas River

| COUNTY OF | | | 1989 - 90 | MAT 6 TEST SCORES – | | | | |
|---|---|---|---|---|---|---|---|---|
| District | School | Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss |
| | | | | Pre | Post | Pre | Post | + or - |
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| 1988 - 89 | | | | | | | | |
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| 1987 - 88 | | | | | | | | |
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| 1989 - 90 MAT 6 TEST SCORES - | | | | | | | |
|---|---|---|---|---|---|---|---|
| Grade | Year Tested | Nat'l Pct'l | | NCE | | Gain/Loss | |
| | | Pre | Post | Pre | Post | + or - | |
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| 1988 - 89 | | | | | | | |
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| 1987 - 88 | | | | | | | |
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ARESC Basic Skills in Vocational Education Project: Attention - Jana Tolson

TEACHER OPINION/NEEDS ASSESSMENT SURVEY

PLEASE CHECK (✓) ANY OF THE FOLLOWING SKILLS IN WHICH YOU THINK THE MAJORITY OF YOUR STUDENTS NEED IMPROVEMENT.

## READING

WORD RECOGNITION
___Use context clues
___Select correct base word
___Ident. words with prefix/suffix

COMPREHENSION
___Identify main idea
___Identify details
___Select sequence of events
___Predict logical outcome
___Ident. cause/effect
___Interpret figurative language
___Infer/conclude
___Determine author's purpose
___Distinguish facts/opinions

REFERENCE & STUDY SKILLS
___Alphabetize words
___Use guide words
___Select dictionary meanings
___Use table of contents
___Use indexes
___Use glossaries
___Use graphs/tables
___Use newspapers

## MATHEMATICS

NUMERATION
___Ident. whole num. place val.
___Recognize whole num./word name
___Round whole numbers
___Recognize decimal word name/ standard form

WHOLE NUMBERS
___Add whole numbers
___Subtract whole numbers
___Multiply whole numbers
___Divide whole numbers
___Solve reading problems

RATIONAL NUMBERS
___Add/subtract fractions
___Multiply fractions
___Change fraction to decimal
___Add/subtract decimals
___Multiply decimals
___Divide decimals by whole num.
___Solve reading problems/decimals
___Write percent as decimal
___Write decimal as percent

MEASUREMENT
___Select metric/customary measure

GEOMETRY
___Identify shapes
___Find perimeter

PROBABILITY AND STAT.
___ Interpret charts/tables/graphs

## LANGUAGE

CAPITALIZATION
___Sentences
___Titles
___Books/stories
___Quotations
___Letters
___Initials

PUNCTUATION
___Use commas
___Use quotation marks
___Form contractions
___Form possessives
___Underlining
___Hyphen
___Semi-colon/colon

USAGE
___Subject-verb agreement
___Identify collective nouns
___Identify subject/direct obj.
___Identify action verbs
___Identify forms of be
___Identify adjectives
___Identify adverbs
___Recog. pronouns/antecedents

CONJUNCTIONS
___Recog. coordinate conjunctions

PREPOSITIONS
___Ident. prepositional phrase

ELEMENTS OF A SENTENCE
___Find a simple subj/predicate

## SCIENCE

PHYSICAL
___Identify matter forms/properties
___Classify energy forms/properties
___Know laws of motion
___Describe machine-work relations
___Know computers/technology basics
___Read graphs/statistics

EARTH AND SPACE
___Define earth history terms
___Define earth process terms
___Recog. agents of erosion
___Define meteorology terms
___Ident. weather instruments
___Know atmospheric gases
___Def. universe/astron. terms
___Def. energy/nat. res. terms
___Know ecological balance basics

LIFE
___Define cell terms
___Ident. respiratory system
___Ident. digestive tract
___Identify five senses
___Recog: plant/animal diff.
___Ident. water cycle sequence
___Know human growth stages/genetics
___Know health/nutrition basics
___Recog. disease causes/controls
___Identify health/safety measures

## COMMUNICATIONS

WRITTEN FORMS
___Essays/Reports
___Summaries
___Poems/Stories
___Letters/Notes
___Journals/Scripts

PURPOSE
___Inform/Persuade
___Expression/Clarification
___Exploration

PROCESS
___Ideas
___Drafting
___Revising
___Editing

SUPPORTING SKILLS
___Spelling (grade 8 and above words)
___Penmanship

RESOURCES
___Library/Media Service

ORAL COMMUNICATION CODES
___Listen effectively to spoken English
___Use words, pronunciation/ grammar appropriate for the situation
___Use nonverbal signs appropriate for the situation
___Use voice effectively

ORAL MESSAGE EVALUATION
___Identify main messages
___Distinguish facts from opinions
___Distinguish between informative and persuasive messages
___Recognize when another does not understand your message

BASIC SPEECH COMMUNICATION
___Express ideas clearly and concisely
___Express and defend, with evidence, your point of view
___Ask questions to obtain information
___Answer questions effectively
___Give concise and accurate directions
___Summarize messages
___Organize messages so that others understand

HUMAN RELATIONS
___Describe another's viewpoint
___Describe differences in opinion
___Express feelings to others
___Perform social rituals

SIGNED:_____ SCHOOL:_____

SUBJECT(S) TAUGHT:_____ DISTRICT:_____

COMMENTS:_____

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BEST COPY AVAILABLE

COMPANY NAME: _____

JOB AREA: _____

JOB TITLE(S): _____

EDUCATION/TRAINING REQUIRED: _____

PAY RATE/STARTING SALARY: _____

HOURS/SHIFT: _____

PLEASE CHECK (✔) ANY APPLICABLE SKILLS

ATTENTION: JANA TOLSON, ARESC

# REQUIRED SKILLS

## READING

____Instructional Manuals

____Magazines

____Newspapers

____Reference Books

____Reports

____Other (Please specify)

_____

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## COMMUNICATIONS

LISTENING

____Messages

____Following Directions

_____

ORAL

____Give Directions

____Sequencing

____Pronunciation/Grammar

____Telephone

____Reports/Instruction/Speeches Seminars/Press Releases

____TV/Radio Ads/Promos

_____

PERSONAL RELATIONS

____Self-esteem

____Respect for Others

____Cooperation

____Ethics/Values

____Other (Please specify)

_____

## ENGLISH

____Spelling

____Correct Grammar Usage

____Correct Punctuation

____Correct Capitalization

_____

COMPOSITION

____Written messages

____legibility

____Reports

____Manuals

____Seminar/Workshop materials

____Speeches

____Other (Please specify)

_____

## MATH

____Basic Math (add, subtract, multiply, divide)

____Algebra

____Geometry

____Calculus

____Trigonometry

____Statistics

____Graphs/Tables

____Measurement

____Other (Please specify)

_____

## SCIENCE

____Computer Technology

____Zoology

____Biology

____Chemistry

____Physics

____Ecology

____Solar System

____Health/Nutrition

____Safety

____Weather

____Disease Cause/Controls

____Human Growth & Development

____Aerospace

____Dynamics

____aerodynamics

____Other (Please specify)

_____

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COMMENTS: _____

_____

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